

假期申请表格
LEAVE APPLICATION FORM



姓名
Name : _____
职员号码
Employee No. : _____

日期
Date : _____

TYPES OF LEAVES

Annual Leave	年假		Maternity Leave	产假	
Marriage Leave	婚假		Unpaid Leave	无薪假期	
Compassionate Leave	同情假		Reservist Leave	国民服役假	
Sick Leave	病假		Chid Care Leave	育儿假	
Hospitalisation Leave	住院假		Replacement Off		

PERIOD OF LEAVE
From 从 _____ To 到 _____ 天数
NUMBER OF DAYS _____

Leave Eligible _____ Taken _____ Balance _____
职员签名
Employee Signature _____

DECISION Please circle : 批准 / 不批准
Approved / Not Approved
Supervisor 监督主管 _____ Date _____
Department Head 部门主管 _____ Date _____
人事部
Personnel Department _____ Date _____

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